

Records Management

Files Maintenance and Disposition

Overview

This module provides information in the following subject areas:

1. use of NRCS records guide
2. Federal regulations concerning records
3. establishing office files
4. records disposition
 - a. holding records
 - b. transferring records to federal archives and record centers
 - c. destroying records
5. managing records created on computers or word processing equipment

Objectives

Upon completion of this training, participants will be able to:

1. distinguish between record material and nonrecord material.
2. set up files in the office.
3. locate material in existing files.
4. dispose of records.
5. manage electronic records.

Duration

3 to 4 hours

Eligibility

All employees involved in records management and files maintenance may attend.

Method of Completion

This self-paced training consists of a slide-tape program, a study guide, and job aid. This program is designed for individual or small group study.

Other Information

Additional experience and/or on-the-job training is needed to bring most employees to ASK Level 3 or higher. This course can be used as a tool to assist supervisors in the total training effort.

Records Management

How to Use Natural Resources Conservation Service Directives

Overview

This module provides information in the following subject areas:

1. types of directives and identification
2. content of directives
3. title system definition/description
4. part numbering system
5. index
6. supplementation

Objectives

Upon completion of this training, participants will be able to:

1. recognize the types of NRCS directives and their numbering systems.
2. use the index to find any given subject in the directives.
3. file all types of NRCS directives.

Duration

2 - 3 hours

Eligibility

All employees who use the directives system may attend. This program would be of special interest to new employees.

Method of Completion

This is an individual-study program. It consists of a student study guide and an audio-tape cassette. The audio-tape guides the student through the guide.

Other Information

This course has been revised. Discard the old material when new material arrives.